



Request for City Council Committee Action from the Human Resources Department (Last updated 06.12.12)

Date: June 12, 2012

To: Executive Committee

Referral to: Ways & Means/Budget Committee

Subject: *Relocation Expense Policy*

Recommendation: Adopt a resolution approving the revised Relocation Expense Policy, receive and file the attached procedures that support the policy, and direct Human Resources to place the policy and procedures in the Policy Library.

Previous Directives: None

Prepared by: Charles J. Bernardy, Human Resources Manager

Approved by: _____
Timothy Giles, Interim HR Director Paul Aasen, City Coordinator

Presenters in Committee: Charles J. Bernardy

Reviews

Department Heads	Reviewed at the City Leadership Team meeting on March 1, 2012. Updated version sent to Department Heads on May 24, 2012
City Labor Management Committee	A copy of the policy was provided to Laura Spartz, President, of the Minneapolis Board of Business Agents on March 1, 2012
Policy Review Group (PRG)	Approval: Yes Date: May 2, 2012

History: In 1992 the City Council passed a resolution approving a relocation policy for appointed direct reports to Charter Department Heads and for positions identified as having limited qualified applicants. The policy set a limit of \$5000.00 for reimbursement of relocation related expenses and required appointees to agree to remain in the service of the City of Minneapolis for 12 months (unless terminated by the employer). To be eligible for reimbursement the person also had to live in the city of Minneapolis. In 2003, changes to the policy were approved by the City Council raising the amount of reimbursement from \$5000 to \$10,000 bringing the amount equal to the amount a Charter Department Head was eligible to receive.

Policy Scope: The revised policy applies to all appointed positions including Charter Department Head positions and positions in the Unclassified Service. The policy also applies to positions identified as having a limited number of qualified applicants. Qualified employees falling into one these categories will be eligible to receive reimbursement for eligible expenses related to relocating to take a position with the City of Minneapolis. Appointing authorities will be authorized to approve expenditures up to \$15,000. Any expenses above this amount will require approval from the City Council.

The proposed policy applies to all departments under the jurisdiction of the Mayor and City Council.

Reason for Policy and Policy Changes

1. Enhance the City's ability to attract and hire a highly qualified and diverse workforce.
2. To remain competitive in the labor market. Many private and public sector employers — including top employers within the metro area — offer reimbursement of relocation expenses and continuing to have this proactive policy continues to makes the City of Minneapolis competitive in its efforts to recruit and hire top talent.
3. Provide direction and guidelines to individuals that have the business need and authority to offer reimbursement of relocation expenses to prospective employees.
4. To define the roles and responsibilities of eligible employees, appointing authorities, Human Resources and Finance & Property Services.
5. Practice of the Human Resources Department to periodically review and update enterprise policies.
6. To update the policy (and procedures) in accordance with the protocol established by the City's Policy Review Group.

Summary of Proposed Policy Changes

Eligibility

- No longer making a distinction between Charter Department Heads appointed by Executive Committee and positions appointed by Charter Department Heads. Proposed policy removes this distinction and states:

"The City will allow relocation expense payment/reimbursement up to \$15,000 for all appointed positions including Charter Department Head positions, positions in the Unclassified Service and positions identified as having limited qualified applicants under the jurisdiction of the Mayor and City Council."

Maximum Reimbursement

- Recommending the reimbursable amount be raised from \$10,000 to \$15,000. Anything above that amount will need Council approval.

Residency

- Removing references to:
 - Relocation expenses to move into Minneapolis (Charter Department Heads)
 - Requirement that employees move into the City as a condition of receiving reimbursement of relocation expenses (Positions appointed by Charter Department Heads)

Procedures and Forms

- Removing language from policy that is procedural in nature.
- Creating separate procedures document.
- Creating a Relocation Expense Reimbursement Request Form.